## Career Sea Pay/Time (Multiple Entry)

### **Introduction:**

This section provides the procedures for starting, changing, and stopping Career Sea Pay. This entitlement is authorized for all members in pay-grades E-1 through O-6. Eligible members must be permanently or temporarily assigned for duty to a vessel, ship-based staff (including a mobile unit) or ship-based aviation unit pursuant to orders issued by competent authority and the vessels/units primary mission must be accomplished underway.

#### **Reference:**

Chapter 4 - U.S. Coast Guard Pay Manual

## **Single Entries**

To make entries for a few members or to make corrections and deletions, click <u>here</u> for instructions on making single entries.

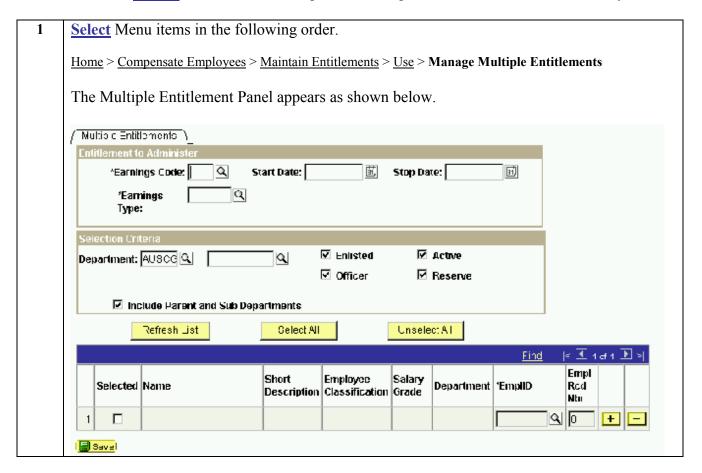
#### **Procedure:**

Stop Hardship Duty Pay the day before a member becomes entitled to Career Sea Pay, if applicable. Career Sea Pay/Time automatically stops the day of PCS departure. <u>Career Sea Pay Premium</u>, if running, will automatically stop when Career Sea Pay/Time is stopped.

Do not submit an entry to change the level of entitlement for personnel performing the mission of a mobile unit. They are entitled to Level 1 Sea Pay regardless of temporary assignment.

Authorized units are listed under the Unit File Inquiry (L4) option of JUMPS Online Inquiry.

Start CGHRMS, sign-in and follow these steps to start, stop, correct, or delete Career Sea Pay.



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2 Complete the "Entitlement to Administer" fields as outlined below.

# Warning! Mistakes will require extensive single entry rework!!

# Please Double Check Your Work Before Saving!

Type "CSP" in the Earnings Code field shown below or use the magnifying glass to search and select the Career Sea Pay Earnings Code.



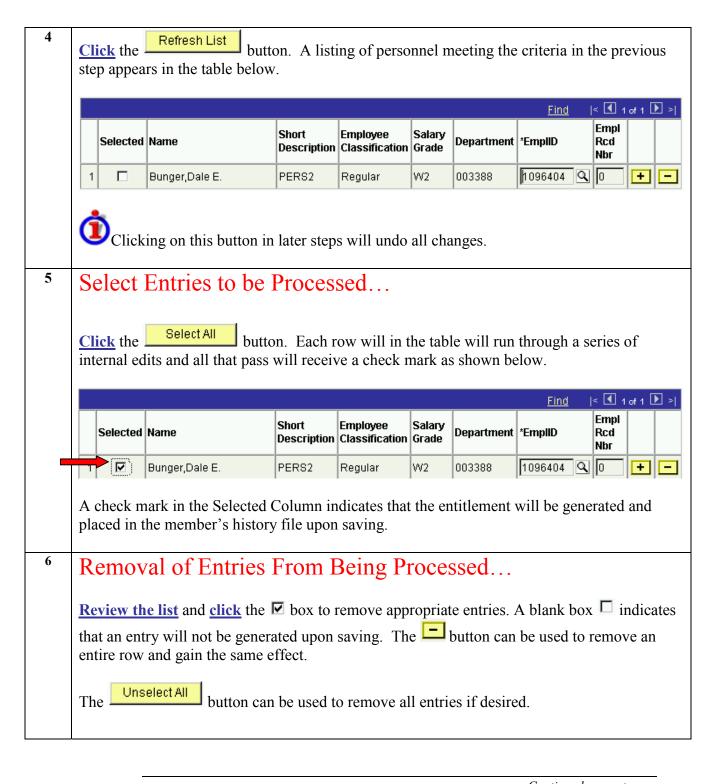
Complete the remaining fields as outlined below.

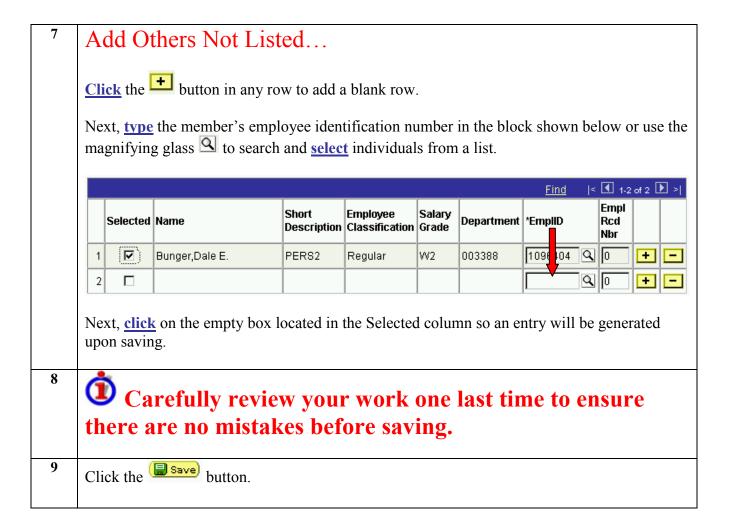
Field	Action
Start Date	Use the calendar button to select the desired date or enter the start date in MMDDYYYY format.
	Leave this field blank when stopping continuous Career Sea Pay.
Stop Date	Use the calendar button to select the last date of entitlement or enter the stop date in MMDDYYYY format. This field can be future dated.
	Leave this field blank when entering continuous Career Sea Pay.
Earnings Type	Type in the code if known or use the to search and select from a listing of available earning types.
	Be sure to select the proper earnings type. The Stop Date will default to the current date if left blank and "HF1MTH" is selected.
Earnings Type	Pre-filled. Ensure the proper earnings type is shown.
Description	

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✓ Include Parent and Sub Departments

Field	Action
Department	There are 2 lookup boxes located next to Department
	Leave the first box set to AUSCG (Active Duty USCG) as shown below.
	Department: AUSCG Q Q
	Type the Department Code in the $2^{nd}$ block shown below or use the search and select from a listing of available codes.
	Department: AUSCG Q Q
	The level of sea pay will be based on the Department ID.
Enlisted	A checkmark ✓ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel have been removed from the selection criteria.
Active	Always leave this item checked.
Officer	A checkmark indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box indicates officers have been removed from the selection criteria.
Reserve	A checkmark indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box indicates reserve personnel have been removed from the selection criteria.
Include Parent and Sub Departments	A checkmark ✓ indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box ☐ indicates sub departments been removed from the selection criteria.





End